

May 8, 2012



Tullahoma Municipal Airport Authority

807 William Northern Boulevard
P.O. Box 1581
Tullahoma, TN 37388

**Meeting Attendance
May 8, 2012**

Members Present

<input checked="" type="checkbox"/>	John Miller, Chairman
<input checked="" type="checkbox"/>	Sharon Tinkler
<input checked="" type="checkbox"/>	Dennis Hyde
<input checked="" type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Sam Crimm
<input checked="" type="checkbox"/>	Steve Worsham

Other Officials Present

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderman Mike Norris
<input checked="" type="checkbox"/>	Wayne Thomas, Tullahoma News

**Regular Meeting Minutes
May 8, 2012**

Visitors – Mike Rutherford (Air Show), Sue Wilson (FY 2012/2013 Budget), Wade McNabb (ABS Event), Chris Rounds, Ralph Bard and Jason Waller (Public Comments).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

1. Meeting called to order at 5:00 pm.

2. Sue Wilson (FY 2012/2013 Budget) – Sue Wilson (City Finance Officer) presented an idea for TAA consideration to change the Airport accounts payable to a system similar as the Solid Waste Authority. Purchase orders would be used and checks would be automated from the City. The system would be more efficient, would have a single Profit and Loss (P&L) statement and help improve audit compliance. **A motion was made and approved** to adopt the recommendation from Sue Wilson minus the TAA

donor account and subject to review from the City Attorney. Mrs. Wilson reported that the budget work session with the Board of Mayor and Aldermen had not been rescheduled as of yet.

3. **Minutes for the April 10, 2012 meeting were approved** with the following correction: Steve Worsham's attendance status was changed to not present.
4. **Public Comments** – Chris Rounds presented a report to the Board on the National Aerospace Education Center activities. He reported that a Cessna 150 and 172 had been obtained for rental aircraft, five Vintage aircraft were on display and T-6 flight training along with tail wheel endorsements are available. Current events being scheduled by the Center include a Vacation Bible School with an Aviation theme on June 15 and a fundraising dinner on June 29. Ralph Bard asked if the Skydivers planned on installing carpet in the bay area of north hangar. Jason Waller replied that the Skydivers did plan on installing carpet and did not want aircraft parked on the carpet. Steve Worsham asked the two lease-holders to work together on this issue. Jim Apple said if the carpet was installed in the southeast corner of the hangar it would not preclude for parking TAA transient aircraft per the contract.
5. **Treasurer's Report** – Pat Williams was out of town and unable to submit the financial reports prior to the meeting. Wade McNabb presented a check for \$5,000 as a donation toward the purchase of the AVGAS truck. Karla Smith asked the Board to consider turning the outdoor ramp lights off to save \$625 per month in electric bills. The Board decided not to turn the lights off for safety reasons.
6. **Jon Glass presented the Airport Manager Report:**

CURRENT PROJECTS

Terminal Building – Electrical Contractor will return to repair front and back exterior lights at no cost as their schedule allows. Jon Glass will remind the electrical contractor. Sprinkler system was turned on several weeks ago due to lack of rain in March and April.

36 and 24 Threshold Markings – TAD has received bids from Contractors for painting and striping Middle TN Airports. The Contractor was at the Airport 5/7/12 for cost estimate purposes but it is not know when the work will be scheduled. Jon Glass will verify the Contractor has the correct markings for the 24 and 36 thresholds.

Budget Work Session – The budget work session has not been rescheduled as of 5/3/12. Information regarding Airport staffing for the work session is included for Board member review. Sue Wilson will be present at the meeting to discuss some ideas for FY 12/13.

2012 Air Show – The event will be held on Friday June 29 with Jerry the Jet as the aerial performer. Mike Rutherford will attend the meeting and provide an update to Board members.

May 8, 2012

Airport Inspection – Tree removal work is complete and pay requests have been submitted to TAD.

Momentum Foundation Ramp Expansion Project – The following bids were received prior to the April 27, 2012 2:00 pm deadline:

Curl Construction - \$397,644.83
Broom Construction - \$402,198.15
Tinsley Asphalt - \$425,328.35
Engineer Estimate from PDC - \$411,841.25

The bid tabulation documents from PDC are included for Board member review. PDC advised that the maximum amount for testing, inspection and construction administration would be \$48,500. The local share amount due from the Momentum Foundation will be \$44,614.48.

Runway 6/24 Approach Lighting – We are still awaiting the work authorizations.

NW Airfield Utility Project – Jody Baltz has not received a signed grant for this project.

North Hangar Roof Leak – The 50/50 funded \$15,000 project request has been approved by TAD. The grant from TAD should arrive any day now.

South Taxiway Light Repair – The 90/10 funded \$20,000 project request has been approved by TAD. The grant from TAD should arrive soon.

Hangar Leases – Gary Routh submitted an email request 5/7/12 to sell hangar South 112 to Klaus Markgraff. **A motion was made and approved** to enter into a new lease agreement with Klaus Markgraff for hangar South 112 when the sale is final.

Airfield Signage/Lighting Inventory – PDC has completed the study.

Coffee County Commission Funding – The request for \$60,000 in funding from Coffee County was submitted prior to the April 1, 2012 deadline.

Taxiway Drainage Repair – An \$88,910.00 payment from TAD will arrive in our account in the next 7 days for Broom Construction. **A motion was made and approved** to submit the \$88,910.00 payment to Broom Construction. Jon Glass recommended the remaining \$28,260 estimated balance to be paid by TAA to Broom Construction be held for retainage until the concrete, grass seed and building repair issues are resolved. Chairman Miller asked Jon Glass to check the contract for grass seed requirements. The contractor will also be contacted about dress up work behind the Harton hangars.

Ramp Repair – The grant amount is \$300,000 with 90/10 funding. Local share funding will come from TAD refund on previous projects. As of 1/23/12,, we have received \$24,400 in refunds on previous projects with another \$9,915 owed to us. The signed grant from TAD was returned to us on 5/4/12.

Cargo Aircraft – A monthly log of cargo aircraft is being kept and was provided for Board member review. Two more Falcon Jets for M-Tek and 1,591 gallons of fuel sold have occurred since the log was prepared.

Risk Management Training – Jon Glass will attend the Risk Management class offered by the City on May 21 from 8:00 am to 12:00 pm. Jimmy Chapman will attend on May 14.

TN Aeronautics Division – The Conference is scheduled for August 22 – 24 this year and the next Commission meeting is scheduled for May 17.

Airport Sign – Dream Tullahoma Committee is working with Jacobs to update and upgrade the Airport sign on Jackson Street adjacent to KFC.

FUEL SALES

Fuel sales for the month of April were 9,014.39 gallons. Last April a total of 6,792.1 gallons were sold. TAA took over fuel sales on May 14, 2011. With 2 weeks left in our first year of fuel sales we have sold 130,664.86 gallons. Fuel sales for the entire years of 2007 to 2010 were as follows: 2007 – 107,196.8, 2008 – 113,262.8, 2009 – 94,408.7 and 2010 – 97,983. The AVGAS truck is here and running excellent. The final bill for repair work has not been submitted but it should be about \$2,500 for parts and no charge for labor from Public Works. Fuel Sales for the ABS event were 3,000 gallons and all invoices have been paid. An \$11,800 Insurance premium was paid last month from fuel sales for fueling operations. Sue Wilson advised Jon Glass that the City is looking at paying this premium in the future. A meeting is set up for May 31 at 9:30 am to discuss Fuel Liability Insurance. Randy Roepke has been hired to help with airfield mowing and Austin Shelton has been hired to assist with outside work and fuel sales. Wages for both will be paid from fuel sales.

March 2012	AVGAS	AVGAS SS	Total
Gallons	1,556.8	1,599.28	3,156.08
Flow Fee	\$233.52	\$239.89	\$473.41
Pump Fee	\$778.40	\$479.78	\$1,258.18

March 2012	Jet	Jet Based VLF Discount	Jet Transient Discount	Total
Gallons	1,494.3	1,780	2,584	5,858.3
Flow Fee	\$149.43	\$178.00	\$258.40	\$585.83
Truck Fee	\$149.43	\$178.00	\$258.40	\$585.83

May 8, 2012

Pump Fee	\$1,494.30	\$1,068.00	\$2,225.60	\$4,787.90
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Total AVGAS & Jet Gallons = 9,014.39

Total Flow Fee = \$1,059.24

Total Jet Truck Fee = \$585.83

Total Pump Fee = \$6,046.08

Total Employment Cost = \$1,225.00

Total Insurance Cost = \$985.00

Jet Truck Fee Minus Rental = -\$14.17

Pump Fee Minus Employment Cost and Insurance = +\$3,836.08

FUEL PRICES

4/3/12	Tallahom a	Shelbyvill e	Wincheste r	McMinnvill e	Fayettevill e	Murfreesbor o
AVGAS SS	\$5.56	-	\$5.20	-	-	\$6.08
AVGAS FS	\$5.81	\$5.54	\$5.20	\$5.29	\$5.90	\$6.28
Jet	\$5.41	\$4.74	\$5.19	\$5.10	\$4.80	\$5.35

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)	TRANSIENT AIRCRAFT	JET OR TURBOPROP
April 2011	6,792.1		
April 2010	11,820.7		
April 2009	9,633.7		
April 2008	10,331.5		
April 2007	10,609.5		

April 2012 OPERATIONS

Single Engine Based	242
Multi Engine Based	16
Jet or Tuboprop Based	80
Single Engine Transient	198
Multi Engine Transient	34
Jet or Turboprop Transient	60
Military	32
Total	662

Self Serve/Full Serve AVGAS Ratio

Jon Glass checked on price splits at other Airports for AVGAS self serve and full serve. We are currently at 25 cents and the other Airports average from 0 to 50 cents. Jon Glass recommended that we increase our markup on self serve by 10 cents per gallon since we assist customers with self serve fuel. The Board took no action on this item. Board members discussed ramp fees for the upcoming Bonnaroo event. Chairman Miller suggested that a \$50 donation be solicited in lieu of a ramp fee for Bonnaroo aircraft. **A motion was made and approved** for employees to ask for voluntary \$50 ramp fees for all aircraft during Bonnaroo if they do not purchase fuel.

Month	Full Serve Gallons	Self Serve Gallons	Ratio
August 2011	2,071	2,215.1	1.06
September 2011	1,693.7	2,633.2	1.55
October 2011 (Beech Convention)	3,755.6	7,153.4	1.90
November 2011	2,089.3	2,521.1	1.20
December 2011	1,409.8	1,520.5	1.07
January 2012	997.6	1,295.4	1.29
February 2012	1,773.8	2,593.6	1.46
March 2012	1,678.67	2,283.97	1.36
April 2012	1,556.81	1,559.28	1.00
Totals	17,026.28	23,775.55	1.39

MAINTENANCE/NAVAID PROBLEMS

SDF – OTS entire month. Don Hall advised that Paris, TN gave him permission to obtain the parts from their system. He will schedule a trip to pick them up ASAP.

NDB – No problems or outages for April 2012.

VOR – No problems or outages for April 2012.

AWOS – No problems or outages for April 2012. FAA completed annual inspection on 3/20/12. AWOS info is now being reported on the FAA METARs.

Veeder Root Fuel System – Working properly.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for April 2012. ODAL's for runway 18 have been listed as being decommissioned. Guardian Electric has removed the towers at no cost to us for the spare parts.

REILS AND PAPI – Bill Beggs has repaired the REIL's for 24 but Don Hall has not received them as of 5/2/12. FAA flew the PAPI's and NDB on Monday April 30. Don Hall was present and made several adjustments to the PAPI's.

HANGAR RENT/INSURANCE

UTSI Lease Amendment – UTSI proposed to modify their previously approved Lease amendment changes the beginning date from May to January of each year. This will help them to avoid late fees from the CPI increase that starts each January 1. The \$5.00 fee for an

May 8, 2012

airplane in the hangar has also been added. **A motion was made and approved** to sign the revised Lease amendment.

OVERDUE RENT – We have 9 people that are either 1 or 2 months behind for a total of \$780.77. Six of the 9 people that are behind have set up their payments on automated bank drafts in the past few years but a payment was missed at some point. One person is \$432.69 behind in rent but also owes us an invoice for repair work to the North hangar and LifeFlight hangar. As of April 15, 2012, there is no longer a tenant in the Harton Family WWII hangar.

EXPIRED INSURANCE CERTIFICATE – Will be updated next month.

OTHER –

AIRPORT MARKETING/PRESENTATIONS – None for April 2012.

SUGGESTION BOX – No suggestions or comments for April 2012.

7. Old Business:

- A. Air Show Update** – Mike Rutherford reported that the Air Show would be on Friday, June 29, 2012, with Jerry the Jet as the aerial performer. The gates will open for the public at 3:00 pm. A musical performance will follow the Air Show and the fireworks show will begin at 9:00 pm. The Kiwanis Club will request \$5.00 donations for parking of cars adjacent to Airport property for the event.
- B. Disabled Twin Beech Status** – Jon Glass reported that the aircraft owner had been at the airport in the past month to remove aircraft parts. Board members will allow him another 30 days to remove the aircraft.
- C. NW Apron Bid Results** – Jon Glass reported on the bid results during the Airport Manager report. Chairman Miller advised that he sent an e-mail to Rodney Allison and Ron King stating that the local share amount for the project was due within 60 days of the bid opening, which was held on April 27, 2012.

8. New Business:

- A. American Bonanza Society Event Wrap Up** – Wade McNabb advised that 74 aircraft and 200 people attended the event. He said the AVGAS truck helped make the event a success. Jon Glass and Wade McNabb will work on a better system for the October Beechcraft convention to collect fuel payments from the truck and notify aircraft owners after their airplane has been fueled. Mr. McNabb also advised that 320 students from Coffee County Middle School would be at the Airport on 5/10/12 for a tour of the Museum, terminal building, UTSI, Vandy LifeFlight, Momentum and Rounds Aviation facilities.

B. Pets in Terminal Building – Jim Apple reported that City owned buildings do not have a policy regarding pets inside of City owned buildings. Dr. Ralph Bard (visitor) reported that airports allow pets in terminal buildings at most airports. No action was taken on this item.

C. Mr. Worsham asked if there was any news on the Canada-based Flight School. Chairman Miller reported that no contact had been made with the Flight School following the initial contacts.

D. A work session will be scheduled with the City HR manager prior to the July Board meeting regarding job evaluations.

9. Alderman Norris Comments – Alderman Norris reported that the airport is getting a lot of attention from the City government for economic development purposes. He suggested that the Airport Authority explore building hangars in the future through bond issues when the economics are right. He reported that the City was supporting the request by TAA to fund more employee hours at the airport.

10. Meeting was adjourned at 6:29 pm.

Submitted on 5/11/2012

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting